



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

24 April 2013

MEMORANDUM FOR CIVILIAN APPLICANTS FOR GRADUATE MEDICAL EDUCATION

FROM: HQ AFPC PHYSICIAN EDUCATION

SUBJECT: Administrative Eligibility Criteria for Exception to Policy (ETP) Consideration

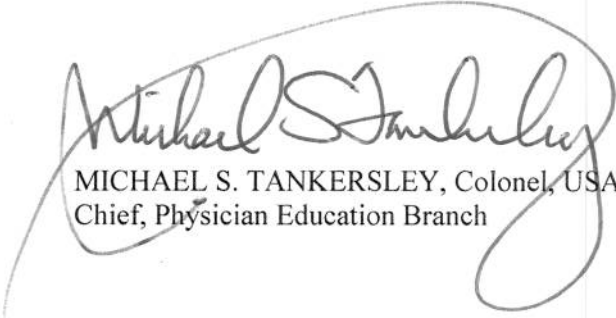
1. The Air Force accepts civilian (non-obligated) applicants for consideration by the annual Joint Service Graduated Medical Education Selection Board (JSGMESB). However, civilian applicants are approved to meet the selection board by ETP. The following administrative requirements must be met to be considered for the ETP:

- US citizen (civilians holding dual citizenship are ineligible)
- Successful completion of MD/DO degree within 3 years
- Successful completion of USMLE/COMLEX Steps 1 and 2
- Successful completion of USMLE/COMLEX Step 3, if a PGY1 year has already been completed
- Valid US state license, if a PGY1 year has already been completed
- No academic adverse actions/extension/termination during GME training (if applicable)
- Not obligated to an active/reserve component of the Armed Forces
- Not obligated as an intern/resident or fellow to a civilian GME program
- An active duty training location must be available for the desired residency/fellowship
- Additional requirements for international medical graduates (IMG)
  - Educational Commission for Foreign Medical Graduates (ECFMG) certified
  - Successful completion of ACGME accredited PGY1 in US or Puerto Rico
  - Successful completion of USMLE/COMLEX Step 3
  - Valid US state license

2. If all of the above conditions are met, please mail CV, Dean's letter, final medical school transcript, Program Director (PD) letter, USMLE/COMLEX scores, copy of state license (if applicable) and a one page letter requesting the ETP and identifying the specialty for which you want to be considered. IMGs must also provide an ECFMG certificate and a letter from the PD verifying that you have successfully completed a PGY1 year in an ACGME accredited program.

3. Once all the administrative requirements have been met, ETP approval/disapproval is granted by the Chief of Physician Education Branch. In the event the ETP is approved, further instructions regarding submission of a GME application to the next scheduled JSGMESB will be provided. Documents should be mailed to:

HQ AFPC/DPANE  
550 C Street West Ste 27  
JBSA-Randolph, TX 78150-4729

  
MICHAEL S. TANKERSLEY, Colonel, USAF, MC  
Chief, Physician Education Branch